

Research Project Expense Claims in 5 Easy Steps...



What we need:

Original receipts

Explanations / Proof

Completed and Signed Claim Form(s)

NOTE: All staff should have an understanding of the LSE's financial regulations before making a claim

A. Claimant

- 1) Number each receipt you intend to claim.
Do not use a highlighter as this fades the ink.
- 2) Photocopy all receipts onto A4 paper and include originals in a sealed envelope **OR** stick original receipts onto A4 *taking care not to stick tape over the printed text as this also fades the ink.*

- 3) Fill out an Expense Claim form for LSE staff:
Either the blue paper form or online at <http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/accountsPayable.aspx> and then print.

Complete one line for each receipt.

For non-staff claims or reimbursements in foreign currency please fill a Payment Request Form (PRF).

As per LSE guidelines provide reasons for using taxis or if your receipts are over 6 months old.

For hospitality, provide event details and an attendance list.

If receipts are from abroad, you must write down the exchange rate from XE currency converter and set the exchange rate to the last date of travel:

<http://www.xe.com/travel-expenses-calculator/>

However, if you paid with card you can attach a copy of bank statement showing the transaction so the actual amounts are reimbursed (including the non-sterling transaction fee).

***For peace of mind and data protection feel free to black out personal details /unrelated transactions on any bank statements provided.**

- 4) Sign claim form and send it to your Department or Centre Manager for authorisation.
- 5) Once the authorised signatory has signed it, send the form with original receipts to the Research Division for authorisation.

B. Research Division

- All receipts will be double checked by the RD's Administrative Assistants to verify that all costs are in line with the LSE's financial regulations & funder's guidelines.
- All receipts will be added up to reconcile the amount claimed on the expense form.
- The Research Awards Manager will then authorise the claim for payment and forward to Accounts Payable for payment.



C. Accounts Payable

- Your claim will be hand delivered to Accounts Payable.
- The Accounts Payable team will make spot checks ensuring claims are as they should be.
- If your claim has been completed properly it will be scheduled for payment.
- A payment timetable can be found on: <http://www2.lse.ac.uk/intranet/LSEServices/financeDivision/accountsPayable.aspx>

